NOA 740 – POSITION CHANGE
(Initiate Retained Grade Entitlement)

This Job Aid establishes the initial grade retention entitlement. The grade retention is a two-year entitlement where an employee is moved from the position by an involuntary personnel action or other personnel action determined to be in the best interest of the Government.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on **Request for Personnel Actions–>Federal Position Change** or open the existing 740 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **740** • Authority Code (use LOV or type it in)

3	**REVIEW/UPDATE RETAINED GRADE INFORMATION:**
	
	➢ Click on the OTHERS button and select <Person Extra Information>
	
	➢ Press [F11] twice to initiate a query.
	
	➢ Enter "%Retain% in the Type box to get to the Retained Grade DDF, then press Ctrl + F11 to run query.
	
	➢ Complete the DDF:
	
	    US Federal Retained Grade
	
	      Date From = *enter effective date of position change*
	      Date To = *system generated to two years from effective date of position change*
	      Retained Grade
	      Retained Step or Rate
	      Retained Pay Plan
	      Retained Pay Table ID
	      Retained Pay Basis
	
	➢ Click **<OK>, <Save>** and exit DDF to return to RPA

4	Complete the POSITION DATA Tab of the RPA: • Block 15 Position Title (use LOV) • Block 19 Step or Rate = enter "00" *(pay will not calculate yet)*
5	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: • Block 29 Pay Rate Determinant (use LOV or type it in – PRD should not be "0") – the pay will recalculate.

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6	Complete the **REMARKS AND ADDRESS** Tab • Part F – Remarks for SF-50 – *enter appropriate remarks.*
7	Click on **<Save>** icon to save
8	Click on the **EXTRA INFORMATION** button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save **GLOBAL INFORMATION FOR 5/7/9 NOA's** Date Last Equivalent Increase (LEI) – Check and change the DLEI if applicable Drawdown Action ID = *0 (not applicable)* Date WGI Due – *system generated based on Last Equivalent Inc (LEI)* Date Last Promotion
9	Close **<Extra Information>** window and return to the RPA.
10	**COMPLETE THE CODING OF THE SPECIAL CONSIDERATION AREA:** ➢ Click on the **PERSON** button ➢ Click on the **SPECIAL INFO** button ➢ Press [F11] twice to initiate a query. ➢ Enter "%US% in the Type box to get to the US Fed Spcl Consdrtn DDF, then press Ctrl + F11 to run query. ➢ On the Details area, change the Start Date to the effective date on the RPA , then open and complete the DDF: **US FED SPCL CONSDRTN** Spc Plcmt Consid Reason (use LOV) Date Prty Plcment Consid Begins – *enter effective date on RPA* Date Prty Plcmt Consid Ends – *one year from effective date* Spcl Pay Plan – *enter retained pay plan* Spcl Grade – *enter retained grade* ➢ Click **<OK>** and **<Save>**
11	Close the **<SPECIAL INFO>** window to return to the RPA.
12	Click on the **<Save>** icon to route the RPA or to Update HR.